

AUDITOR-CONTROLLER  
FIXED ASSETS ACCOUNTING SYSTEM

## PROPERTY TRANSFER ADVICE

TRANSFER NO.

①

TRANSFER DATE

②

DEPARTMENT NAME

OWNER DEPT ORG CODE

ACCOUNT

③

④

⑤

DEPARTMENT NAME

OWNER DEPT ORG CODE

⑥

⑦

EQUIPMENT NUMBER		NEW LOCATION	CHECK SHEET NO.	STAT.	DESCRIPTION	COST/VALUE	ACQ DATE
	⑧	⑨	⑩	⑪	⑫	⑬	⑭

PREPARED BY:	⑮	TELEPHONE NO:	DATE:
RELEASED BY:	⑯	TITLE:	DATE:
ACCEPTED BY:	⑰	TITLE:	DATE:

AUDITOR COPY

County Fiscal Manual

6.2.3 Instructions for completing the "Property Transfer Advice" Form

See the sample of the "Property Transfer Advice Form" on page 1 of this attachment. The numbered instructions below correspond to the circled numbers on the sample form. All information requested must be provided to effect an accurate and prompt transfer.

1. TRANSFER NO.  
Leave this field blank. The Auditor-Controller's Fixed Asset Unit will enter this information.
2. TRANSFER DATE  
Leave this field blank. The Auditor-Controller's Fixed Asset Unit will enter this information.
3. DEPARTMENT NAME (TRANSFERRED TO)  
Enter the name of the department receiving the equipment item.
4. OWNER DEPT ORG CODE (TRANSFERRED TO)  
Enter the receiving department's appropriate level one FIRM organization code. The transferring department must obtain this information from the receiving department prior to completing the "Property Transfer Advice" form.
5. ACCOUNT  
Enter the appropriate FIRM expenditure account code (e.g., 6031 through 6035 are account codes for equipment).
6. DEPARTMENT NAME (TRANSFERRED FROM)  
Enter the name of the department releasing the equipment item.
7. OWNER DEPT ORG CODE  
Enter the releasing department's appropriate level one FIRM organization code.
8. EQUIPMENT NUMBER  
Enter the equipment identification number as it appears on the department's equipment inventory. The equipment identification codes to be used are: D = Department; I = Inventory; and S = Serial. The D is used to identify vehicles. The number used is assigned by the Facilities Management Department. The inventory number (I) is the property tag number placed on the fixed asset. The manufacturer's serial number (S) is used to identify property only on certain items (i.e., guns, portable items of equipment, etc.).
9. NEW LOCATION  
Enter the acquiring department's appropriate location code identifying the new physical location of the equipment item. See the Department Location Index for the appropriate location codes.  
  
Leave this field blank if the acquiring department does not utilize location codes.
10. CHECK SHEET NO.  
This field is to be completed for the department's information only. This field is not required to be completed for the Auditor-Controller's use.

11. **STAT**  
Enter the appropriate status code to reflect the transfer of equipment. The status codes to be used are:
- |     |   |                                |
|-----|---|--------------------------------|
| "C" | = | Cannibalized                   |
| "D" | = | Disposal                       |
| "L" | = | Lost                           |
| "R" | = | Reclassified                   |
| "U" | = | In Use (Departmental Transfer) |
| "X" | = | Stolen                         |
12. **DESCRIPTION**  
This field is to be completed for the department's information only. This field is not required to be completed for the Auditor-Controller's use.
13. **COST/VALUE**  
For lost or stolen items, enter the cost from the last inventory listing or from the purchase documents.
14. **ACQ DATE**  
For lost or stolen items, enter the acquisition date from the last inventory listing or from the acquisition documents.
15. **PREPARED BY**  
Enter the signature of the person preparing the form.
16. **RELEASED BY**  
Enter the signature of the person authorized to initiate the "Property Transfer Advice" form and/or release the equipment.
- After this signature is obtained, the form should be forwarded to the department receiving the property and be signed (field 17 below) and distributed by the receiving department as indicated below.
17. **ACCEPTED BY**  
Enter the signature of the person authorized to accept the equipment.

#### DISTRIBUTION

Original	Auditor-Controller Fixed Asset Unit 500 W. Temple Street, Room 603 Los Angeles, CA 90012
First Copy	Receiving Department
Second Copy	Releasing Department